



Help guide Credit Recognition form

Use this form to apply for credit recognition of prior learning. This form must be submitted by the coursework census date. Coursework census dates vary from session to session. To check the correct dates please ensure you visit the UTS Handbook

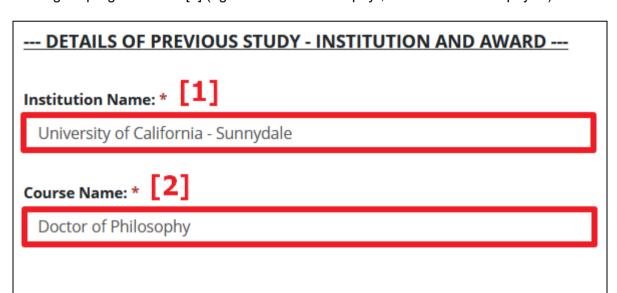
Notes before you begin:

 You will need official academic transcripts and/or documentary evidence to support your application, including but not limited to course or subject outlines, assessment guides or details of your relevant work experience.

See the Create a New Form guide for setup instructions and general ResearchMaster advice.

Change Request Details

You are required to indicate where you previously acquired credit [1], and the course/degree/program name [2] (eq. "Doctor of Philosophy", "Master of Philosophy"...)

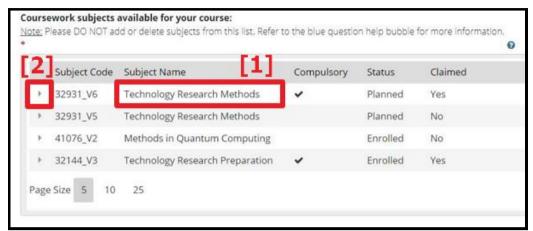


You can only seek Credit Recognition for subjects that you are currently enrolled in or planned. Details of your planned course structure are available via My Student Admin (MSA).

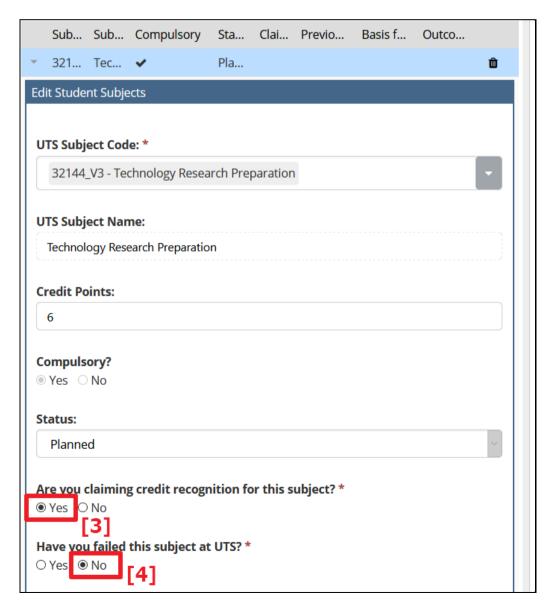




Note that your prior credit must correspond with one of your upcoming subjects. These subjects are listed below (eg. [1]):



To claim credit for one of these subjects, first click on the arrow at the start of the row (eg. [2]) to expand the section.





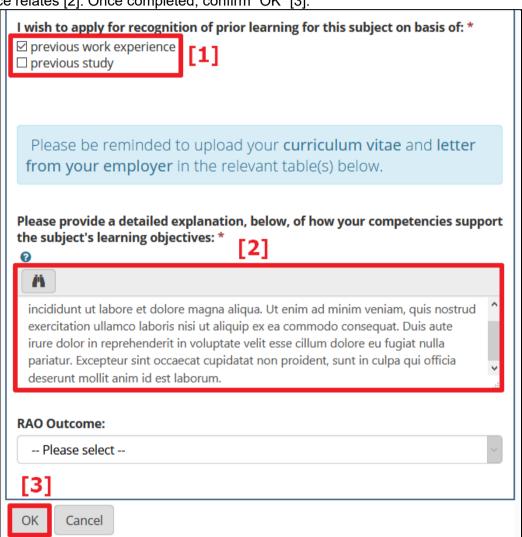


In the expanded selection, indicate that you are claiming prior credit [3], and that you have not previously failed this subject at UTS [4]. NOTE: You cannot claim prior credit for a subject you have already failed.

Different information is needed depending on whether you are claiming for previous work experience, or previous study.

Claiming for Previous Work Experience

Select "previous work experience" [1], then provide a detailed explanation for the how the experience relates [2]. Once completed, confirm "OK" [3]:



NOTE: You will also need to provide a CV and letter from your employer in the next section.

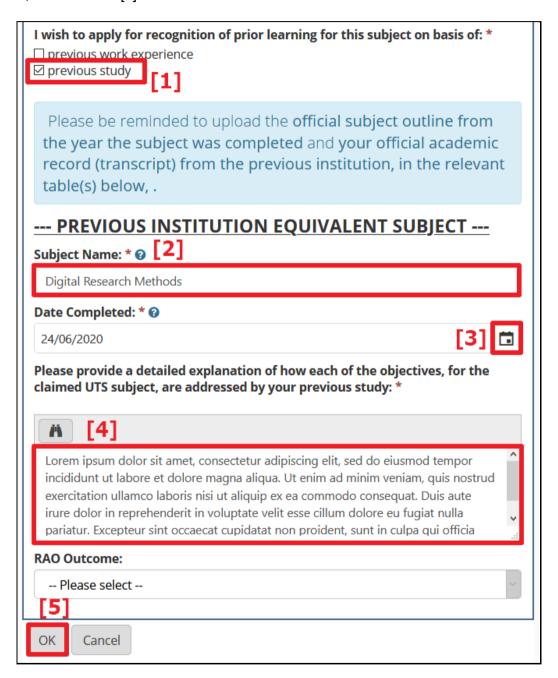




Claiming for Previous Study

Select "previous study" [1], list the name of the comparative subject/unit/class [2], and the date of completion. You can click on the calendar icon [3] to select a date from a calendar.

Provide a detailed explanation for the how the subject's learning objectives relate [4]. Once completed, confirm "OK" [5]:

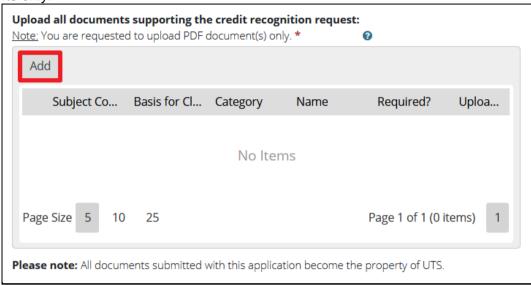


NOTE: You will also need to provide a subject outline and academic transcript for any prior subjects in the next section.

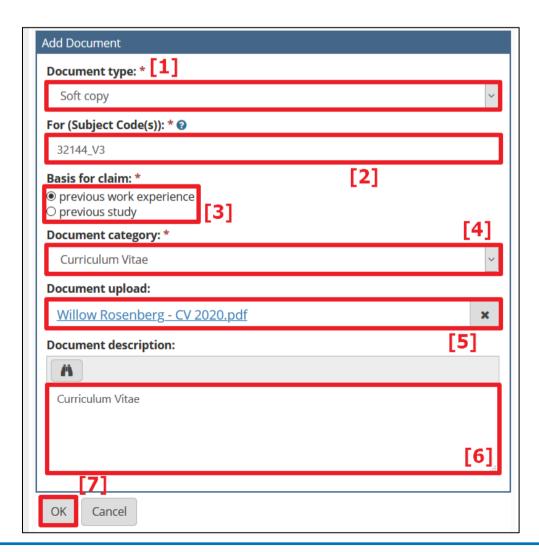




To upload documents in the relevant table, click on "Add". You are requested to submit PDF documents only:



For each new document you add, indicate whether the document you are sharing is a soft copy (file upload), or whether it sits on a website (path) [1]. NOTE: It is recommended you upload a soft copy:







Enter the Subject Code [2]. You can copy and paste this from the "Subject Details" table above.

Indicate whether you are claiming credit for previous work experience, or previous study [3].

Select from the document category drop-down menu [4]:

- Curriculum Vitae
- Letter from employer
- Official academic record
- Other
- Subject outline

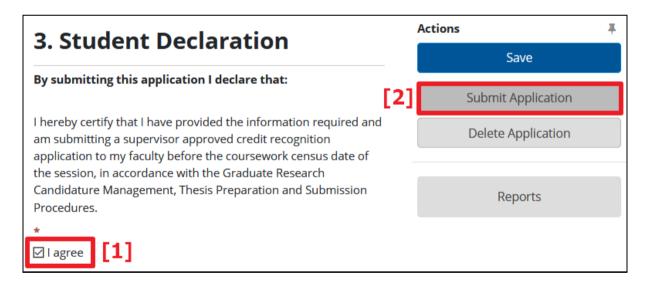
Select your file to upload [5] and provide a brief description [6].

Confirm your upload by pressing "OK" [7].

NOTE: You will have to follow this process twice to add your two required documents per credit claim.

Student Declaration

On the last page, confirm the student declaration [1] and submit your Change of Supervisor form [2]:



What happens next?

Your form will go through a series of approvals as it works its way through to the Graduate Research School.

See Managing existing forms in Research Master to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of "Returned" and the Workflow State as "[STU] Student Amend", find further instructions at the above link.